

ClassLink ClassMate

Data Validations:

Helping You to Maintain Accurate Data



Data Validations Overview

- Overview & Purpose
- Recommended Procedures
- Data Validations Glossary
- ClassMate Data Validations
 - Enrollment/Scheduling
 - Attendance
 - Grading
 - Special Populations
 - Snow Days
- State Reporting Validations
- Volunteer Site Examples (?)



Purpose of Data Validations

During the course of a day, ClassMate users make thousands of data entries into the software while maintaining student information. New student schedules are entered, special population information is updated, demographic information is added, along with student attendance, grades, and discipline entries made by teachers, to name just a few.

Through the use of Data Validations, ClassMate provides educators with the ability to review, confirm, research, and correct any data that might have been entered in error. In some cases, due to the nature of a student's enrollment status, certain data that was originally entered correctly, may now be out of date or in need of updating.

Core Users:

Key Data Managers involved in Scheduling, Attendance & State Reporting

Pre-Requisites: The following modules should be assigned

- **Student Enrollment**
 - ClassMate Data Validations
- **State Reporting**
 - State Reporting Validations

About ClassMate Data Validations

What They Are, What They Aren't

- Data Validations are built-in automated procedures that sift through data in your ClassMate database to uncover potential data errors, by checking for common mistakes that have previously surfaced via inquiries to the ClassMate Helpdesk.
- ClassLink recommends that specific Data Validations be assigned to Key Data Managers, and that they are reviewed on a monthly basis. ***At a minimum, you must manage Data Validations prior to closing each Marking Period and prior to any state reporting submission requirements.*** Some schools run data validations daily or weekly in order to keep data as accurate as possible.
- Due to the complexity of your ClassMate database, data validations procedures are designed to filter and identify discrepancies; ***the validation process is not an indication that all data issues have been identified and corrected.***
- Data Validations do not replace customer review and editing of your specific data; they are only a tool to help you locate data discrepancies more quickly.

Glossary Access

ClassMate publishes 2 Data Validation Glossaries, which outline the types discrepancies that are filtered when you run a given validation process:

- **ClassMate Data Validations Glossary**
- **State Reporting Data Validations Glossary**

These Glossaries are published on the ClassMate Institute website:

- **www.classlink.com/classmate/institute.shtml**

Go to the **Admissions** category, and download a copy for review.

Sample Glossary Snapshot

Below is a sample snapshot from the ClassMate Data Validations Glossary. (6 procedures are initiated when you select the **Demographics** validation.)

7. Demographics:

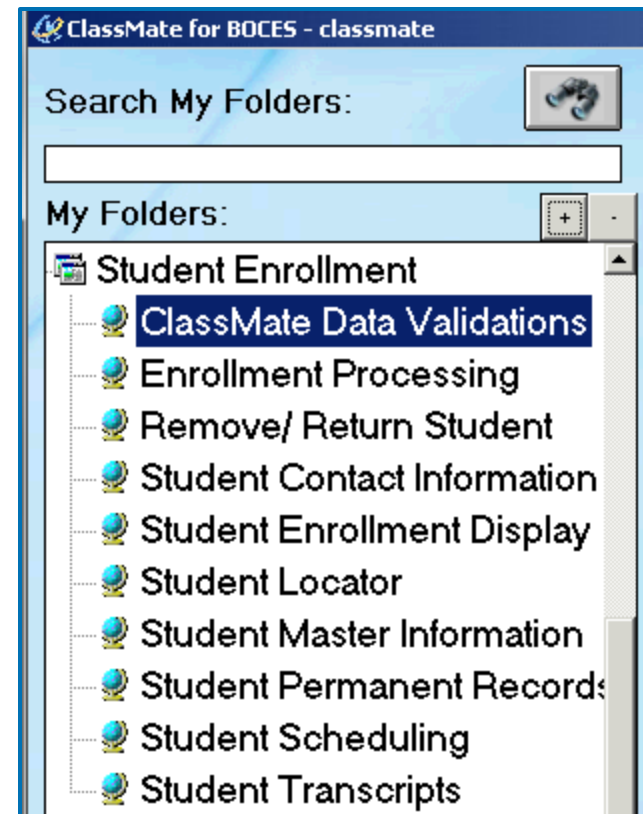
- a. **Gender Unknown:** This procedure lists all students who are listed in student master with an unknown gender.
- b. **Ethnicity Unknown:** This procedure lists all students who are listed in student master with an unknown ethnicity.
- c. **Missing Master Address Information:** This procedure lists all students who are missing an address, city, or state in student master.
- d. **Missing Registration Address Information:** This procedure lists all students who are missing an address, city, or state in Registration for the Next school year after the calendar entered. I.e If the calendar entered is 200809 when validating, the Registration will be checked for the Next School Calendar 200910.
- e. **Registration Gender Unknown:** This procedure lists all students who are listed in Registration with an unknown gender for the Next school year after the calendar entered.
- f. **Registration Ethnicity Unknown:** This procedure lists all students who are listed in Registration with an unknown ethnicity for the Next school year after the calendar entered.

ClassMate Data Validations

Getting Started

Double click > **My Modules** >
Double Click **Student Enrollment** >
Click **ClassMate Data Validations**

Double click > **My Modules** >
Double Click **State Reporting**
Click **State Reporting Validations**
(PA Clients Only)



ClassMate Data Validations View

ClassMate for CTE - ClassMate - ** Live Environment ** - [Validations (VAL1_MTB)]

File Validate

Calendar: 200809 Date: 03/23/2009 2:00:31 PM Upper Bucks County Technical School Validate

Enrollment / Projection	Enrollment/Scheduling <input type="radio"/> True <input checked="" type="radio"/> False	Resequence Enrollment <input type="radio"/> True <input checked="" type="radio"/> False	Withdrawals <input type="radio"/> True <input checked="" type="radio"/> False	Enrollment Dates <input type="radio"/> True <input checked="" type="radio"/> False
	Projection Information <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate Student ID's <input type="radio"/> True <input checked="" type="radio"/> False	Demographics <input type="radio"/> True <input checked="" type="radio"/> False	BirthDates <input type="radio"/> True <input checked="" type="radio"/> False
Attendance	Missing Attendance <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate Attendance <input type="radio"/> True <input checked="" type="radio"/> False	Primary Contacts <input type="radio"/> True <input checked="" type="radio"/> False	Medical <input type="radio"/> True <input checked="" type="radio"/> False
Grading	Curriculum <input type="radio"/> True <input checked="" type="radio"/> False	Knowledge Activities <input type="radio"/> True <input checked="" type="radio"/> False	Multiple Mid-Terms <input checked="" type="radio"/> True <input type="radio"/> False	
Discipline	Suspensions <input type="radio"/> True <input checked="" type="radio"/> False			
Special Populations	Spec. Pop. Flags <input type="radio"/> True <input checked="" type="radio"/> False			
CAD / CATS	CAD Information/Status <input type="radio"/> True <input checked="" type="radio"/> False	District Information <input type="radio"/> True <input checked="" type="radio"/> False	CATS Demographics <input type="radio"/> True <input checked="" type="radio"/> False	Coop Validation <input type="radio"/> True <input checked="" type="radio"/> False
	Missing Career Objective <input type="radio"/> True <input checked="" type="radio"/> False	Missing Career Pathway <input type="radio"/> True <input checked="" type="radio"/> False		
Calendar	Snow Days <input type="radio"/> True <input checked="" type="radio"/> False			
Base Data	Base Data <input type="radio"/> True <input checked="" type="radio"/> False			
Miscellaneous	Rotation Validation <input type="radio"/> True <input checked="" type="radio"/> False	Rollover Validation <input type="radio"/> True <input checked="" type="radio"/> False	Missing Student Forms <input type="radio"/> True <input checked="" type="radio"/> False	

More Than 100 Data Checks!

Key Data Validation Categories

Enrollment / Projection	1.	Enrollment/Projections	- 30 Procedures
Attendance	2.	Attendance	- 7 Procedures
Grading	3.	Grading	- 3 Procedures
Discipline	4.	Discipline	- 2 Procedures
Special Populations	5.	Special Pops	- 2 Procedures
CAD / CATS	6.	CAD/ CATS	- 6 Procedures
Calendar	7.	Calendar	- 3 Procedures
Base Data	8.	Base Data	- 49 Procedures
Miscellaneous	9.	Miscellaneous	- 3 Procedures

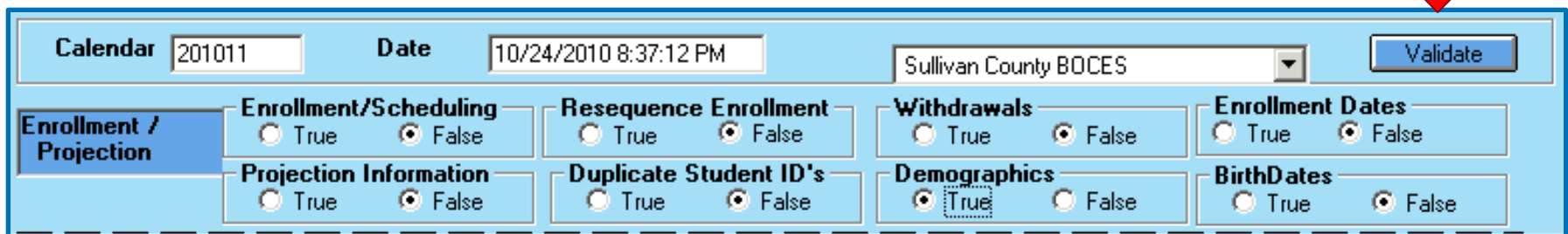
Perform a Single Validation

ClassMate Data Validations

Getting Started

2 Simple Steps:

- 1 Click **True** for at least one validation option
(Sample below: Demographics)
- 2 Click the **Blue** Validation button
on the top right of the module



Calendar 201011 Date 10/24/2010 8:37:12 PM Sullivan County BOCES [Validate]

Enrollment / Projection	Enrollment/Scheduling <input type="radio"/> True <input checked="" type="radio"/> False	Resequence Enrollment <input type="radio"/> True <input checked="" type="radio"/> False	Withdrawals <input type="radio"/> True <input checked="" type="radio"/> False	Enrollment Dates <input type="radio"/> True <input checked="" type="radio"/> False
	Projection Information <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate Student ID's <input type="radio"/> True <input checked="" type="radio"/> False	Demographics <input checked="" type="radio"/> True <input type="radio"/> False	BirthDates <input type="radio"/> True <input checked="" type="radio"/> False

Perform Multiple Menu Short-cuts

ClassMate Data Validations

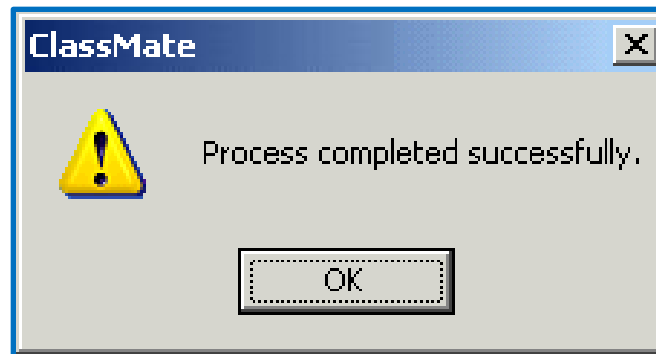
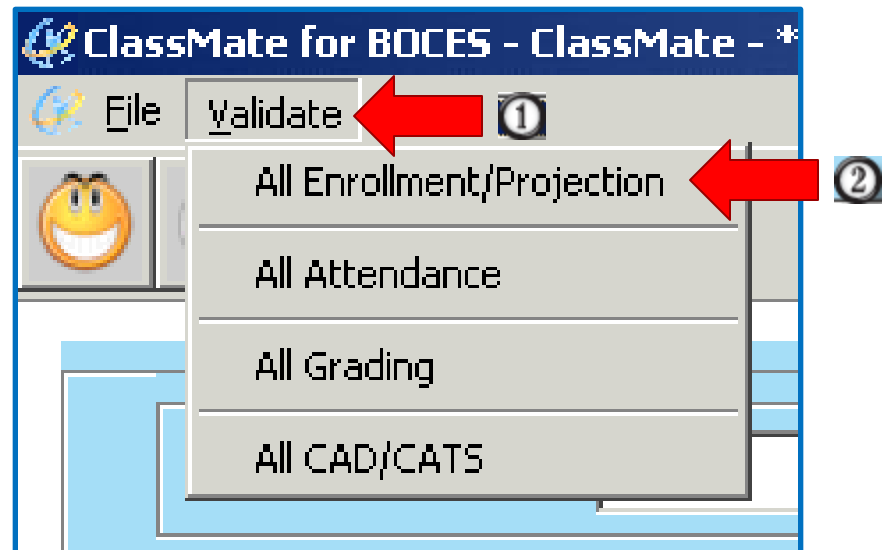
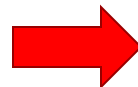
Getting Started

2 Simple Steps:

- 1 Click **Validate** on the top menu tool bar
- 2 Click one of the **“All”** validation categories (Sample: All Enrollment)

ClassMate will generate Data Validations for all procedures under the Enrollment category.

When validations are complete, you will see this message:



Glossary Snapshot

Instructions for correcting validations will appear on the top of each validation report, when you run a given procedure.

Printed at: 10/24/2010 6:24:17PM	Validations Report	Page: 1
<u>DMI Unknown Gender in Student Master</u>		
The following student(s) have an (U)known gender assigned to them. In Student Enrollment -- Student Master Information, assign a gender of (F)emale or (M)ale for each student.		
000001924 Jarrette Markell D	Grade: 9	Gender: U

To correct a validation discrepancy, simply follow the instructions, then re-run the validation to confirm that your data has been properly updated.

Data has been properly updated when you see this message.



State Reporting Validations View

ClassMate for CTE - ClassMate - ** Live Environment ** - [State Validations (PIMSVAL_M)]

File Validate

200708 Date 02/26/2009 2:26:17 PM ClassLink Career and Technical Center Validate

Student/Student Snapshot	Missing Students <input type="radio"/> True <input checked="" type="radio"/> False	Missing Snapshot <input type="radio"/> True <input checked="" type="radio"/> False	Blank Home Language <input type="radio"/> True <input checked="" type="radio"/> False	Blank 09 Entry Date <input type="radio"/> True <input checked="" type="radio"/> False
	No PAsecureID <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate PAsecureID <input type="radio"/> True <input checked="" type="radio"/> False		
Staff	Blank Salary <input type="radio"/> True <input checked="" type="radio"/> False	No PPID <input type="radio"/> True <input checked="" type="radio"/> False	No Assignment <input type="radio"/> True <input checked="" type="radio"/> False	
School Enrollment	TBD <input type="radio"/> True <input checked="" type="radio"/> False			
Program Facts	LEP <input type="radio"/> True <input checked="" type="radio"/> False	Homebound <input type="radio"/> True <input checked="" type="radio"/> False	Dual Enrollment <input type="radio"/> True <input checked="" type="radio"/> False	Homeless <input type="radio"/> True <input checked="" type="radio"/> False
Course	Missing Courses <input type="radio"/> True <input checked="" type="radio"/> False			
Student Facts/Credentials	Zero Hours/Percent <input type="radio"/> True <input checked="" type="radio"/> False	CIP Code Information <input type="radio"/> True <input checked="" type="radio"/> False	Technical Hours <input type="radio"/> True <input checked="" type="radio"/> False	Delivery <input type="radio"/> True <input checked="" type="radio"/> False
	Post Secondary Credit <input type="radio"/> True <input checked="" type="radio"/> False			
Calendar/Student Calendar	Days Enrolled/Present <input type="radio"/> True <input checked="" type="radio"/> False	No Time Schedule <input type="radio"/> True <input checked="" type="radio"/> False	Missing Students <input type="radio"/> True <input checked="" type="radio"/> False	No Calendar <input type="radio"/> True <input checked="" type="radio"/> False
Special Pop	IEP Primary/Spec Ed <input type="radio"/> True <input checked="" type="radio"/> False	LEP/Initial US Date <input type="radio"/> True <input checked="" type="radio"/> False	Gifted <input type="radio"/> True <input checked="" type="radio"/> False	
Grades				

Let's Take a Look!

Volunteers Please?

(Opportunity to view actual data validations as shared by ClassMate webinar participants)



Questions & Answers



ClassLink ClassMate

Thank you for joining today's webinar!

For more info, go to:

www.classlink.com/classmate/institute.shtml

Helpdesk

1-888-963-7550 Ext 101

